

PROJECT MANAGEMENT COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional planning work that deals primarily with long range and advance planning; and to act as project manager of assigned projects.

Supervision Received and Exercised:

Receives general supervision from a Deputy Public Works Director or from other supervisory or management staff.

May provide technical or functional direction to other professional staff as needed.

Distinguishing Characteristics:

Employees within this class are working at a professional level and are responsible for the administration of the city's general plan. Responsibilities include interaction with outside agencies and other departments within the City of Tempe to develop and amend documents that forecast the city's growth and development potential. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from Senior Planners and Principal Planners in that the work of the Project Management Coordinator is primarily related to the research and study of local and regional planning trends and to write reports and prepare documents to assist with long range planning and future project development.

Essential Functions:

Duties may include, but are not limited to, the following:

- Monitors overall implementation of the City's master plan, including general planning and development philosophy, goals, and policies;
- Monitors plan application to geographic and proposed development areas;
 Performs research and evaluation of current planning philosophy and goals, reviews current plan application and implementation, and prepares recommendations for studies and revisions;

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Project Management Coordinator (continued)

- Performs research and recommends general plan amendments and revisions;
- Administers plan revision process;
- Coordinates with and acts as liaison with task forces and study groups, taking public comments and input regarding long range planning issues;
- Coordinates City planning efforts with area municipalities and other regional government bodies;
- Performs special projects, studies, and research as directed;
- Administers general plan work and projects;
- Performs, as needed, technical planning functions including research, review, analysis, presentation, and coordination of rezone, annexation, development, use permit, variance, and related applications;
- Prepares and presents written and oral reports to regulatory and hearing bodies;
- Maintains geographic and demographic information and databases, and related studies and statistics, for research, documentation, and public access;
- Prepares annual analysis of development activity in the City;
- Represents the City at public information and review meetings;
- Provides information and recommendations for amendments on short-term and longrange planning issues and proposed revisions to City master plans and development codes;
- Provides technical support and recommendations on neighborhood planning assignments including data gathering and community participation projects;
- Performs all work duties and activities in accordance with City policies and procedures;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

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Project Management Coordinator (continued)

Three years of increasingly responsible professional planning or project management experience.

Education:

Requires a Bachelor's degree from an accredited college or university with major course work in civil engineering, transportation engineering, architectural design, transportation planning or a degree directly related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

- Operates computers, calculators, and other office machines
- May require working extended hours

Competencies:

(Pending)

Job Code: 480

Status: Exempt/Classified